USES OF THE GPC – Purchases above $2,500 Unauthorized Purchases

Module 4B

Purchases Over $2,500 Overview

- Purchases Above $2,500
- Unauthorized Purchases

Purchases above $2,500

- May be used above $2,500 only to obtain items from pre-priced contracts and agreements (BPA, GSA, IDIQ, etc.)
- Must review prices from 3 vendors/merchants and select best value item (Small Businesses)
- May not exceed $25,000 per transaction
- Must receive authorization, in writing, from the GPC A/OPC office (email is acceptable)
- Maintain documentation in file
- Provide Transaction Data for DD 1057 Report

Purchases above $2,500 (cont'd)

- Laws & required clauses of Competition in Contracting Act (CICA), Buy American Act, Service Contract Act (SCA) and Small Business Set-Aside Program apply
  - Unlike purchases below $2,500

Intra-Governmental Purchases

- **Federal Prison Industries (UNICOR)**
  - May make single purchase up to $25,000
- **JWOD (NIB/NISH)**
  - May make single purchase up to $25,000
- **DAPS**
  - May make single purchase up to $100,000

Wholesale Supply Sources

- **GSA**
  - May make single purchase up to $25,000 with active contract
- **DoD E-Mall**
  - May make single purchase up to $25,000 with active contract
- Contract number is required by GPC Office before these types of purchases can be made

Training, Education and Tuition Assistance

- Unit Training Monitors
  - May purchase non-government and/or off-the-shelf (OTS) training using own unit funds up to $25,000
  - Must have an approved DD Form 1556 Education and Training Office **PRIOR** to making the purchase
  - AO must authorize the higher dollar limit once the DD Form 1556 has been completed

Training, Education and Tuition Assistance (cont'd)

- Off-the-shelf training
  - Defined as training products and services regularly available to the general public and/or government personnel
  - Includes training offered in catalogs or other printed materials by a college, university, professional association, consultant firm or organization

Training, Education and Tuition Assistance (cont'd)

- **Does not** include training specifically developed, designed or produced to meet a requirement unique to an organization and/or program.
- This is **NOT** a GPC purchase regardless of cost.
- The GPC does not replace DD 1556 or other appropriate training form(s) as either a procurement and/or authorization document.

Cost Comparison Worksheet
DD Form 1057 Letter

- **Cost Comparison Worksheet:**
  - Must be submitted to the GPC Office **prio**
    to making **any** purchase above $2,500
  - Must be submitted for **each** purchase
  - **Exception:** **Not** required for purchases m
    (1) against 10 MSG/LGC-administered E
    (2) in support of Tuition Assistance prog
    (3) DAPS
  - Signed and Dated by the Cardholder

Cost Comparison Worksheet DD Form 1057 Letter (cont'd)

- **Cost Comparison Worksheet (cont'd):**
  - Must obtain pricing from small business; p may only be made from large business if fac as price, delivery or other conditions contrib to best value/lowest price determination or i business is an approved sole source
  - Information contained on the GSA Advanta website will allow you to determine busines classification size and GSA contract expirat

Cost Comparison Worksheet
DD Form 1057 Letter (cont'

- **Cost Comparison Worksheet (cont'd):**
  - Authorization to purchase above $2,500 p
    after review of the Cost Comparison Wor
  - Written request and authorization require
    and **every** purchase above $2,500 **inclu**
  - E-mail from/to Approving Official
  - **Exception: Not** required for purchases m
    (1) against 10 MSG/LGC-administered F
    (2) in support of Tuition Assistance prog

Cost Comparison Worksheet and DD Form 1057 Letter

- **DD Form 1057 Letter:**
  - Mandatory for **all** purchases between $2,501 and $25,000 **including** DAPS
  - **Exception:** **Not** required for purchases made: (1) against 10 MSG/LGC-administered BPAs;

    (2) in support of Tuition Assistance program
  - DFARS 204.670-2(b) – DD 1057

Cost Comparison Worksheet and DD Form 1057 Letter (cont'd)

DD Form 1057 Letter (cont'd):

- Letter due to the GPC Office within 3 duty days of the date of purchase
- Signed and dated by the cardholder
  - Due NLT 25 Sep during fiscal year-end
  - If the required data cannot be collected, **DO NOT** make the purchase
- Failure to provide either the Cost Comparison Worksheet or the DD Form 1057 Letter for **ALL** applicable purchases may result in the suspension of the Approving Official's managing account

Unauthorized Uses Of The GPC

September

Unauthorized Uses Of The GPC

- Cash Advances
- Government Employee Travel Related Purchases
- Rental or Lease of Land or Building Greater than 30 Days
- Centrally Managed Aviation, Diesel or Gasoline Fuel or Oil
- Repair of GSA-Leased Vehicles
- Construction Greater Than $2,000

Unauthorized Uses Of The GPC (cont'd)

- Telecommunications Systems
- Explosives, Munitions, Toxins and Firearms
- Controlled Cryptographic Items
- Personal Services
- Purchases From Government Employees
- Utility Services

Unauthorized Uses Of The GPC (cont'd)

- Gifts (retirements, hail & farewell, etc.)
  - Not authorized for guest speakers; includes plaques
  - Exception: US Flag and folder for the certificate may be purchased for retirement (no shadow box)
- Entertainment:
  - Party supplies, servicing material, food and drink are prohibited unless authorized by law
  - Exceptions listed within AFI 65-601, Volume 1

Unauthorized Uses Of The GPC (cont'd)

- Food (snacks, meals, etc.)
  - Exception: Award ceremonies – Must be substantial in nature. See AFI 65-601 V1, para. 4.31 for specifics.
  - Exception: Conferences – 51% of attendees must be on official Government Travel Orders.
  - Exception: Food for sampling at ethnic observances, and food items purchased by the Health and Wellness Center for cooking classes they conduct.

Unauthorized Uses Of The GPC (cont'd)

- Government Facilities (unless invoice itemized)
- Seasonal decorations for the interior of Government offices or for personal use
  - Exception: Command Building
  - May be purchased when used in lobby of a building or outside where all entering can view them.

Unauthorized Uses Of The GPC (cont'd)

- Personalized Plaques (engraved)
  - Exception: Authorized for official mission accomplishment award ceremonies IAW 36 series AFI or any USAFA Instruction (i.e., civilian and military monthly, quarterly, annual)

Purchases Over $2,500 Summary

- Purchases above $2,500
- Unauthorized Uses of the GPC

Module Quiz

- What are the two forms needed by the GPC A/OPC office before purchases above $2,500 will be authorized?
- Under what circumstances does the requirement to submit one or both of the forms cease to exist?
- Can you make purchases above $2,500 anywhere you like?

Module Quiz

- What is the required business-size classification for GPC purchases above $2,500? Can you justify a “waiver” for this requirement?
- Can you purchase an “in-store” credit card (gift card) with the GPC?
- Is the GPC used to pay for conference registration fees while TDY?

Module Quiz

- Is the GPC used to pay for U.S. flag shadow boxes for retiring personnel?
- Can the GPC be used to purchase holiday decorations for our office?